



Recruitment and Selection Policy

The following policy has been written with respect to the guiding principles of the St Aloysius College Mission Statement and Mercy Education Values.

St Aloysius College is a Child Safe School that acknowledges the duty of care owed to students. We commit to ensuring the safety and wellbeing of the children and young people in our care.

POLICY

The Staff Recruitment Policy has been established to ensure St Aloysius College has the opportunity to attract the best available staff for all vacant positions. This policy relates to employment of all staff.

St Aloysius College strives to attract and retain high performing staff to achieve its strategic goals and who are aligned to the values and ethos of its Catholic Identity and Mission

St Aloysius College is committed to providing high quality teaching and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

This Policy ensures the College meets all legislative and regulatory obligations in the provision of well-managed operations, a culture of excellence and a workforce mix and profile appropriate to its business needs and sustainability.

Scope

This policy applies to all staff employed under the Victorian Catholic Education Multi Enterprise Agreement 2018..

Merit

Appointment is based on merit assessed against the Position Description Selection Criteria. At the point of short-listing, the Selection Committee must be satisfied that applicants are capable of performing the inherent requirements of the position through a comparative assessment of each applicant against the selection criteria.

Selection Committee

The selection panel will seek to be objective and maintain equity and confidentiality of the recruitment and selection process at all times.

A panel member external to the College with appropriate specialist knowledge relevant to the vacant position may be invited to participate on the selection panel.

Equity

All staff involved in the recruitment and selection process are expected to practice the principles of equal opportunity and anti-discrimination which is consistent with the essential characteristics of the College's mission and concern for social justice and equity.

Confidentiality

Applications and referee reports will be stored securely and details of applications, interviews or any other aspect of the selection process should not be discussed outside of the Selection Committee. Breaches of confidentiality are regarded as serious matters.

Applications and personal information collected from applicants for advertised positions will only be used to complete the recruitment and selection process and will be kept confidential in accordance to the Australian Privacy Principles.

Advertising

St Aloysius College will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant positions.

St Aloysius College will internally advertise all vacant positions to current staff to encourage career advancement and increase participation.

Shortlisting

Shortlisting must occur as soon as possible after the date on which applications close.

Interviews

Interviews are required for all positions (in person, via telephone, video conference or other online medium). Interviews must be structured in such a way to enable collection of sufficient evidence to confirm that the applicant(s) selected have the required skills, experience and motivation to carry out the Inherent Requirements or duties of the role.

The selection panel should prepare the interview questions using the supporting documentation, guidelines and templates provided by Human Resources. After all interviews have been completed, the selection panel must reach consensus on a recommendation decision.

Appointment

The selection panel will recommend the preferred candidate. The Principal or the Human Resource Manager will make an offer of appointment to the preferred candidate. Offers of appointment are subject to the Employee providing documentary evidence of their qualifications.

Where the preferred candidate declines the offer, an offer of appointment can be made without re-advertisement to another suitable candidate who best meets the selection criteria.

Application Outcomes

All Applicants will be kept informed about their application and will receive written communication regarding the outcome.

Unsuccessful applicants will receive written notification from Human Resources.

Induction

Successful applicants will be given a formal induction on commencement of their employment.

Date Ratified: May 2017

Implementation Responsibility: Principal and HR Manager

Next Review Date: Dec 2018